



N TARGET

with the Iowa DNR Records Program

March 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

Services We Provide

The Records Center offers many different services to internal staff and the general public.

Services provided include:

- Record Management (paper, film, fiche, electronic)
- Record Requests
 - Requests made in person from staff or public.
 - Coordination of requests received by field staff.
 - Research, scanning, billing, mailing.
 - Requests can be sent out via e-mail, mail, fax.
- Scanning
- Photo Copying
- Electronic Records
- Public Viewing Area

For a list of our fee schedule that we charge the public, please visit us on the web at:

<http://www.iowadnr.gov/cs/records.html>

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 411
- **Public File Requests:** 112

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- County Spills

Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 30
- **Number of documents filed:** 2,606

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 181

Types of files created:

- Flood Plain Permits
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Storm Water
- Sanitary Disposal Permits (Solid Waste)
- Tire Haulers
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)



Electronic Records

Listed below are Program Areas that have made their Records available online.



- **SWAP (Solid Waste Alternative Program)**
1,109 records imaged for a total of 34,297 records online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
18,545 records imaged for a total of 169,732 records online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
2,952 records imaged for a total of 597,581 records online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality:** 1 Million plus records are imaged.

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.



- **Public File Requests:** 38
- **Number of files created:** 156

Records Management

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

Total number of record boxes acquired: 232

Program Areas Include:

- | | |
|--------------|--------------------------|
| Accounting | Legal |
| Flood Plains | Completed Investigations |
| Licensing | SWAP |

Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- ADM 2-3 State Issued Contracts & Agreements for Services
- CON 11-4-1 Wastewater Sewage
- CON 11-32 Non-Point Source
- CON 11-33 State Revolving Fund
- CON 12-1-1 Solid Waste
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternative Program (SWAP)
- PER 1-1 DNR Personnel & Americorp



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.